



Recreation and Senior Services OASIS Senior Center Volunteer-led Class Proposal

Note: The City of Newport Beach does not permit volunteers to lead fitness or dance classes. Persons wishing to teach fitness or dance classes are required to become a contract instructor and carry their own personal liability insurance. Details about applying to become a contract instructor and the contract class proposal form are available online at www.newportbeachca.gov/oasis under "Become an Instructor."

Leader: _____ Date: _____

Home Phone: () _____ Cell Phone: () _____

E-mail Address (Email is the preferred method of contact): _____

Class/Activity Title (Five words max): _____

Please write a 25-50 word description of your class (description will be used for promotional materials):

1. Length of each session: (ex. 1 time only, 8 wks, ongoing activity, etc.) _____
2. Length of each class: (ex. 1 hour, 90 minutes, etc.) _____
3. List number of classes per month/week: (ex. once a month, twice a week, etc.) _____
4. Preferred day of the week and time: _____
5. Second choice day of the week and time: _____
6. Min/Max **NUMBER** of students: _____
7. List the main things and activities you plan to do during your class:

8. Are you a member of the Friends of OASIS? _____ If yes, how long have you been a member? _____

9. REFERENCES ARE VERY IMPORTANT. Please list two references (preferably OASIS members):

Name

Phone #

Relationship

1. _____

2. _____

10. Briefly describe how you want the room set up (tables, chairs, AV equipment, etc):

10. List the things you would like the Friends of OASIS or the OASIS Senior Center to provide for the participants:

CODE OF CONDUCT

Because volunteers represent the OASIS Senior Center, it is important that you are courteous and welcoming to all participants. If you are chosen to lead a class, you are agreeing to conduct yourself in a respectable manner; volunteer instructors failing to do so will be asked to step down from their position. All classes are periodically observed and evaluated for quality instruction and content.

PLEASE INITIAL HERE THAT YOU HAVE READ AND AGREE TO THE CODE OF CONDUCT: _____

Signature

Date

Return form to:

OASIS Senior Center
Attn: Marci Byers/Volunteer Led Class Proposal
801 Narcissus Ave, Corona del Mar, CA 92625
FAX: (949)640-7364, Email: mbyers@newportbeachca.gov